

**British Bible Camp
Board / Staff Handbook
Revised (05/12/02)**

Mission Statement

The aim of the British Bible Camp is to train and develop Christians and Christian leaders for the church in Britain, while reaching out to non-Christians in a quality, God-centered, atmosphere which encourages spiritual growth.

Camp Board

They are responsible for setting up the structure of the camp, evaluating each year's camp, and improving the camp. Any major decision should be brought up at a board meeting if possible. If this is not possible, at least three board members should be consulted before a decision is made. Documentation of all such decisions should be made and placed in the minutes of the next board meeting.

Qualifications for Eligibility

1. Must be a Christian man or woman
2. Must have a willingness to be a part of the board and have the time necessary to commit to the board's activities
3. Has a connection to the camp outside of the board
4. Other Items
 - a. No more than 1/3 of board may be between the ages of 21 & 25 years of age where minimum age is 21.
 - b. A majority of the board members must be British.

Board Activities

1. The board will set the budget and make any other major financial decisions (e.g. fees, insurance, scholarships, fund raising)
2. The board will oversee the overall working of camp and ensure camp responsibilities are carried out. (e.g. supervises mail outs, bookings, advertising, reports to CW, thank you letters, camp dates, etc.)
3. The board will set camp size, set focus for future camps, and decide which campers can come.
4. The board will make general reports available to any congregation desiring information on the British Bible Camp.
5. The board will appoint camp administrators and directors and delegate areas of responsibility to them.
6. The board appoints new board members.
7. A 75% majority is required to pass ALL decisions made by the board. Any decisions made will be recorded in the minutes, and must be signed by each member. All members must be given the opportunity to vote (married couples share one vote).
8. Number of members on board must be no less than 5 and no greater than 15.
9. Set goals for future camps and actively pursue the obtaining of a permanent site for the camp.

General Duties of the Board

- Record and distribute minutes at meetings
- Prepare an agenda for Board meetings while at camp
- Endeavor to organize a board meeting during the winter months to prepare for the following year's summer camp
- Supervise the preparation and distribution of the camp paperwork for the following years camp by the Winter Board meeting including:
 - Camp lesson outline
 - Camp application form
 - Staff application form
- Arrangement of insurance for campers and staff as directed by the Board
- Booking and confirming of camp-site for following year
- Payment of camp deposit and final payment at the appropriate times

Staff Positions & Duties

Administrator

This person is the behind the scenes leader. He and the staff are responsible for the day to day behind the scenes operations of the camp.

Duties:

- Responsible for keys and Hillend camp notebook, full knowledge of campsite rules and being sure that they are followed
- Look over all registration forms and see that any special needs are met such as providing information to the nurse for medication or any other special needs individual campers may have.
- Work with director and board in administering scholarships
- Inventory of supplies, arrange bedding and dishes for American staff
- Make an inventory of all supplies that we have which will be available for the following year, and to note where they will be stored until the following year. (This should be put with the minutes from the last board meeting and kept on file for reference.)
- Organizing class for all staff who are not involved with another class. (This class/devo should be tied to the daily theme so that staff will be able to better focus on what we are trying to teach as they complete their duties. All people attending camp should be involved in a daily Bible class/study.)

Campsite Liaison

- Day to day contact with the Hillend staff to be sure we are following their guidelines and proceed British Bible Camp and any other group using the campground that week. Maintain good relationships with Hillend staff and others sharing the campsite.
- Booking of camp for next year
- Communication with Hillend staff throughout the year

Provisions Procurer

- Organize procurement and delivery of supplies as requested by other staff
- Provisions as needed for American staff (bedding, dishes, Pop-tarts, etc.)
- Providing communion supplies for Sunday staff worship service
- Inventory and storage of supplies after camp

Safety and Security Director

- Coordinate the locking and unlocking of facilities (unused facilities should be locked)
- Responsible for keys and their distribution
- Responsible for fire register and drills
- Registration of visitors pursuant to visitor policy

Kitchen Supervisor

The kitchen supervisor will supervise the kitchen staff and ensure that campers and staff are well fed.

Duties:

- Plan meals/menus
- Budget and purchase food
- Take an inventory of kitchen supplies and utensils at the camp facility reporting any problems (especially things broken or missing) upon arrival to the liaison.
- Supervise food preparation and serving of the food.
- Ensure that meals are served at the planned time
- Work with Clean Up Coordinator to organize kitchen clean up.
- Organize constant supply of drinks. Especially during activity time.
- Afterwards, be sure kitchen is left in proper condition. Inventory should be done noting any problems or damages we may have caused, this should be reported to the liaison. Also prepare an inventory of supplies we have on hand for the following year and where they are stored. This should be placed with the board minutes.

Kitchen Assistants (3 per kitchen)

Cleanup Coordinator

- Organize and supervise daily cleanup assignments
- Organize the cleanup teams
- Insure cleaning supplies are in each cabin/area
- Daily inspection of cabins
- Coordinate cabin awards
- Organize Friday campsite cleanup (grounds and facilities)

First Aid

- Organize first-aid box
- Administer first-aid and counseling
- Keep records of medicines and time given
- Keep record of accidents, and treatments administered
- Escort campers to chemist, doctor, or to hospital for treatment as needed
- Provide an inventory of first-aid supplies on hand which will be saved for following year. This should be included in the minutes of the final board meeting.
- Conduct a first-aid briefing at the opening staff meeting letting all know how this will be handled and by who

First Aid Assistants

Tuck Shop Organizer

- Coordinate registration of tuck shop money with treasurer
- Purchase goods and price them organizing a small profit

- Supply bags & shopping carts to carry sweets etc.
- Day to day operation of tuck shop including set up and put away
- Work out daily balances for each camper
- Settle balances for each camper and pay back of campers on the last day

Treasurer/Registrar

- The treasurer will record income and outgoings of camp
- Responsible for handling all financial dealings made by the camp
- Sign cheques with one other member of the board
- Treasurer will be the financial liaison between the camp and Hillend or other camp facility
- Receive and process camp applications including deposits
- Send confirmation letters, etc.
- Responsible, with camp director, for on site registration
- Generating and distributing periodic financial statements
- Prepare a report stating the number of campers and ages of campers, number of staff present at camp both British and American, etc. (This report should be given to the camp director, kitchen coordinator, warm fuzzy coordinator, and other staff as requested ASAP after registration is completed.)
- After the camp, the treasurer should prepare a listing of all campers and staff with their addresses and phone numbers. This should be emailed to the Webmaster and will be placed in the secure section of the camp website and made available to staff upon request.

Camp Leader

- Responsible for overall leadership of day to day activities
- This person is the front man, he is the one who makes sure that all things work together, and at the right time
- Delegation is important. The staff needs to be given the freedom to take on the responsibility they have been assigned, step in as necessary to guide.
- Responsible for discipline if counselors and counselor coordinator need assistance. Director and Counselor Coordinator will consult with the board on any decision to send a camper home.
- Should preferably be a resident of Great Britain who knows the children. He or she should be a person that communicates with local churches throughout the year.
- Assist counselor coordinator with cabin assignments
- Assist treasurer in registration process
- Provide name tags for campers as they register upon arrival
- Morning wake up
- Exercise period
- Collect and make announcements
- Roll call before each meal
- Aid and assist counselors and activity staff
- Write a follow up letter to be sent to each camper and staff member thanking them for coming and letting them know of the following year's date and them.

- Coordinate awards, certificates, prizes, etc., with the assistance of appropriate staff members.

SIT Leader

- Develop a staff in training program
- Communicate with other staff how this program can be implemented
- Supervise staff in training at scheduled times

Counselor Coordinator

- Lead initial staff training meeting on Saturday before camp
- Lead pre camp training session for counselors
- Daily counselor briefing (training)/devotional study periods
- Review lessons with teachers
- Assist counselors in managing conflict
- Assist director with cabin assignments

Lesson Coordinator

- Lesson preparation
- Booklet preparation
- Teacher manual preparation
- Review of lessons with counselor coordinator and counselors as needed

Activities Coordinator

- Lead pre camp training session for activities staff
- Supervise activities staff
- Provide activities which will be fun for the children, but that also teach the principles relating to the specific camp theme for the year
- Being sure needed equipment is brought to camp (work with provisions procurer)
- Preparing equipment ahead of time
- Planning rain activities
- Off site activities should be considered

Activity Staff:

Crafts Coordinator

- Coordinate crafts with lessons (theme crafts)
- Order supplies (work with provisions procurer)
- Prepare craft equipment and supplies daily
- Make examples of crafts
- Supervise craft staff
- Organize storage of crafts when drying
- Organize, clean up each day
- Inventory of supplies on hand which will be saved for the following year should be included in minutes from the last board meeting.

Active Learning Teacher

- Coordinates a brief activity to teach the day's lesson.

Competitive Activities

- Sport or other team type activities.
- Where possible, these should tie in with the day's lesson theme.
- An option is to keep up with points through the week and give team awards at the end of the week.

Non-Competitive Activities

- Group activities that focus on group unity
- Should be enjoyable for those who don't excel in competitive activities

Morning Assembly

- Songs and skits with emphasis on fun (may involve video too)

Lifesaver

- On the first day of camp the lifesaver will ensure that the pool is booked each day.
- He/she will be make sure that the pool is prepared for the planned swim time and will be the last one to leave the pool.
- They will hold the pool keys all week and will ensure that the pool is locked when not in use.
- Will have one other board member present when campers are swimming (Camp Director).

Warm Fuzzies Coordinator

- Prepare WF info slip for all campers and staff including name, age, and cabin
- Organize distribution of slips and collection of warm fuzzies, insuring that no one is left out

Audiovisual Coordinator

- Make audiovisual presentations to be shown periodically during camp
- Organize Power-point presentations for devotionals
- Make pictures for the web page
- Produce a camp video that will be made available to the campers
- Liaise with Morning Assembly team

Webmaster (to be reviewed by at camp board meeting)

- Responsible for creating and maintaining web pages for the camp
- Registration information should be available on the website

Worship Planner

- Responsible for Evening Devos including recruitment of speaker, song leader, prayers, readers, etc.
- Worship should be planned so that songs and readings go well with the lesson presented
- Devotionals should be coordinated with the daily theme
- Planning Sunday morning worship and communion service for staff
- Communicate with Provisions Procurer for communion supplies

Counselor

- Get to know each camper in his/her cabin and work to see that they each have a good camp experience.
- Pay special attention to each camper, and communicate with other staff if there are special needs or problems.
- If possible, counselors should handle all discipline. If counselor needs assistance, he/she should first go to counselor coordinator and if problem is still not solved, it should then be turned over to the camp director.
- Greet campers and help settle them into cabins
- See that campers follow guidelines in camper handbook.
- Make sure all campers participate in all activities and that they are where they belong on time.
- Provide Christian leadership and example to cabin.
- Lead group discussions in cabin.
- Sit with cabin at meals.
- Counselors are also class teachers unless an alternative is more suitable.
- Participate in daily counselor briefing/prayer/discussion sessions. The lesson materials will be reviewed each day during the briefing time. These materials are meant only as a guide. It is up to the counselor and teachers to determine the best way to teach the assigned material to his/her specific kids.
- Counselors will have time off during competitive activity time and campers choice, however they may choose to participate in these activities as desired.

Proposed Visitor Policy

The following policy has been developed to help accommodate any visitors to camp in a fair and secure manner.

- All visitors must register with the camp administrator or registrar. They will perform a strip search to insure that no drugs or weapons are brought into the camp.
 - A visitor form will be provided, and must be completed for each visitor. (No matter the length of their stay)
 - A nametag will be given to each visitor.
 - Visitors (or strangers) without nametags should be directed to the camp administrator.
 - The form will state costs for visitors if they are staying overnight and/or sharing meals with us.
 - The form may be completed and payment made by the person who invites the visitor if more appropriate.
-

Time Line (Under Development)

Saturday before camp, - Board Meeting

Review final staff assignments

Review final schedule adjustments

Review any open business

Friday/Saturday after camp - Board Meeting

Review strengths and weaknesses of camp

Initial planning for next year (who do lessons, key staff positions, schedule/format)

Book facility for next year

1 month after camp - follow-up letter to campers and staff

??? Advertise in Christian Worker and send notices to churches

Determine theme

Prepare application

Develop lessons

Print tee shirts

Compile camp notebooks

Receive applications

Follow up letter

Early reservation deadline

Distribute lessons to key staff